

ROUTING AND RECORD SHEET

DDA/REG
LOGGED

SUBJECT: (Optional)

Invitation to Speak at the Annual Recruiters Conference

FROM: Robert W. Magee
Director of Personnel

EXTENSION

NO.

UP- 16 2027

DATE

AUG 26 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADDA
7 D 24 HQS

28 AUG 1986

2.

3. DDA

28 AUG 1986

D

ADDA will address because DDA has 10:00 mtg. w/ Del and then on to [redacted] DDA may wish to address if there is a cancellation in his schedule. JAL

4.

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Brenda (Hart)

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15.

DDA REGISTRY
FILE: 100-22

OP/E/ROD/Gunn:g/340735 (14 Aug 86)

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Annual Recruiters Conference

1. We are planning to bring our recruiters in for the annual conference 8 - 11 September 1986. Among the items covered, we would like to bring them up-to-date with trends and developments in the various directorates, while at the same time reinforcing your most critical recruitment needs.

STAT 2. In this regard, I would like to extend an invitation to you, your deputy, or a designated senior officer from your staff to address the recruiters. We have reserved one hour and fifteen minutes, from 0900 - 1015 hours, on 11 September 1986 for your presentation allowing time for questions from the assembled recruiters. This activity will be held in Room 1E78, Headquarters.

STAT 3. I would appreciate it if [] OP/E/ROD on []
STAT could be advised by phone of who will be making the presentation so we can incorporate this information into our agenda. We will forward a copy of the conference agenda as soon as it is fully developed.

[]
/ Robert W. Magee